

**CITY OF EL PASO, TEXAS**  
**DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** Performing Arts & Culture

**AGENDA DATE:** 05/24/05

**CONTACT PERSON/PHONE:** Performing Arts & Culture, Betty Jaraba, (915) 541-4898

**DISTRICT(S) AFFECTED:** N/A

**SUBJECT:**

**APPROVE:** Staffing Table Change Request

**BACKGROUND / DISCUSSION:**

This position is vacant and will be replaced with a Pubic Arts Program Coordinator position to implement the New Public Arts Program.

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

Already budgeted for FY/05.

Fund Source: 55010303-15707-55000

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_

**FINANCE:** (if required) \_\_\_\_\_

**OTHER:** \_\_\_\_\_

(Example: if RCA is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

DATE: 05/05/2005

CITY OF EL PASO  
STAFFING TABLE CHANGE REQUEST

Date sent to City Council: 5/24/05

INITIALS 2005-84

Date sent to Human Resources: 5/13/05  
REQUESTED EFFECTIVE DATE:  
05/05/05

DEPARTMENT NAME: Arts & Culture Department	(1) HR DEPARTMENT ID 55	(2) ATTACHED DOCUMENTATION <input type="checkbox"/> Description of Duties <input type="checkbox"/> Organization Chart
---	----------------------------	---

A=add

D=delete (3) (4) (5)

(6) ACTIONS (7)

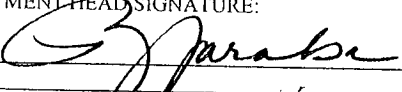
\*R/T/C = Regular, Temporary, Contract  
\*L/U = Classified, Unclassified

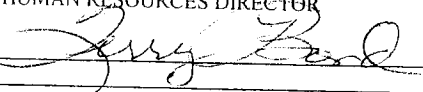
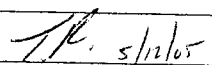
A/D	# OF POS	Max Head Count	Business Unit	ACCOUNT DESCRIPTION and ACCOUNT CODE Fin. Dept. ID-Fund-Fin. Loc. Proj. or Grnt. (00000000-00000-00000PorG0000)	Position Number(s)	JOB CODE	JOB CLASS TITLE	PLAN GRADE	R/T/C	L/U
D	1	1	COFEP	55010303-15707-55000		5172	Arts Audience Development Coordinator	PM 73	R	L
			COFEP							
			COFEP							
			COFEP							
			COFEP							
			COFEP							
			COFEP							
			COFEP							
			COFEP							
			COFEP							

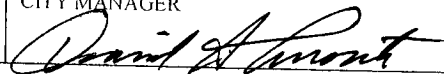
(8) Purpose: ☐ Streamline ☐ Expanded Program ☐ New Program ☐ New Facility ☒ Other (Explain)

(9) STATEMENT OF NEED / CONSEQUENCES OF NOT APPROVING ACTION(S): This position is vacant and will be replaced with a Public Arts Program Coordinator position to implement the new Public Arts Program.

(10) DEPARTMENT ORGANIZATION/OPERATIONS	ANTICIPATED IMPACT ON:	(11) DEPARTMENT BUDGET
---	------------------------	------------------------

(12) DEPARTMENT HEAD SIGNATURE: 	DATE: 5/6/05	BUDGET CHANGE <input type="checkbox"/> Required <input type="checkbox"/> Attached	AMOUNT ADDITIONAL FUNDS
---	-----------------	--	-------------------------

<input checked="" type="checkbox"/> Requested CC and CG is Appropriate <input type="checkbox"/> Change Class To <input type="checkbox"/> Change Grade To	HUMAN RESOURCES DEPARTMENT RECOMMENDATION COMMENTS	HUMAN RESOURCES DIRECTOR 	DATE 5/9/05
COMMENTS: OK  5/12/05			

RECOMMENDATION <input checked="" type="checkbox"/> Position(s) Recommended <input type="checkbox"/> Position(s) Not Recommended	CHIEF FINANCIAL OFFICER	CITY MANAGER 
---	-------------------------	---

F-STCR.dot 10/29/2004

APPROVED: 5-13-05

DATE

RECEIVED

MAY 06 2005

MAY 12 '05 AM 8:23

HUMAN RESOURCES DEPT.  
ADMINISTRATION